



Procedures for Approving Revisions to Existing Professional Education Programs

A. Conditions Requiring ADE Approval of Revisions to Existing Educator Licensure Programs

1. New or revised licensure or program requirements from the ADE.
2. Major revisions from the IHE
 - a. Changes that involve 25% or more of a program's curriculum (courses, experiences, etc.)
(Prepare a proposal according to instructions in Appendix I, Section C.); and/or
 - b. Changes in the program's delivery structure (e.g., converting 50% or more of the courses in a program from a traditional format to a distance learning technology format)
(Prepare a proposal according to instructions in Appendix I, Section D.)
3. Minor revisions from the IHE (Submit documentation outlined in Section II.C. below)
 - a. Changes involving up to 25% of a program's curriculum;
 - b. Change to title for program or degree;
 - c. Changes to course numbers, titles or credits;
 - d. Changes in the delivery structure that involve less than 50% of the program's curriculum;
 - e. Expansion of programs to other sites. (does not apply to individual courses)

Note: Prior approval by the AHECB is required to offer programs at off-campus sites for Arkansas public institutions and institutions certified under Ark. Code Ann. §6-61-301.

B. Procedure for approving Major Program Revisions (25% or more of program)

1. Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301, including out-of-state colleges and universities, seeking to revise an approved program of study for educator licensure, shall submit electronically to the Arkansas Department of Higher Education (ADHE) the appropriate [*Letter of Notification*](#) and a *Professional Education Program Proposal* (Appendix I, Section C) for the program revisions. ADHE will forward the *Letter of Notification* and *Proposal* to the ADE to review the proposed revisions for approval.
2. Arkansas independent colleges and universities that wish to revise an approved program of study for educator licensure shall submit to the Arkansas Department of Education (ADE) a *Professional Education Program Proposal* (Appendix I, Section C) for the program revisions.
3. Proposals for revising existing programs of study to incorporate distance learning technology shall include responses to Section D in the *Professional Education Program Proposal Template*.
4. The ADE reviews the proposed revisions and the supporting documentation submitted by the IHE. A panel review is usually not required. Additional or clarifying information may be requested.
5. If the ADE determines that the proposed revisions do not comply with all of the standards and requirements necessary for ADE approval, the ADE shall provide written notification to the IHE and ADHE within two weeks.
6. When it is determined that the proposed revisions are in compliance with all appropriate standards and requirements, the ADE approves the revisions, and the appropriate IHE, ADHE and ADE personnel are sent written notification within two weeks. AHECB approval must be granted prior to implementation of program revisions at Arkansas public universities and institutions certified under Arkansas Code Ann. §6-61-301.
7. The IHE may implement the proposed revisions upon receipt of the notification of approval and continue to operate the program until the next regularly scheduled NCATE review.



Arkansas Department of Education (ADE)

C. Procedure for reporting Minor Program Revisions (less than 25% of program)

1. Arkansas public universities and institutions certified under Ark. Code Ann. §6-61-301 shall submit to the Arkansas Department of Higher Education (ADHE) the appropriate [*Letter of Notification*](#) that describes the programmatic revisions. The ADHE will forward the *Letter of Notification* to the ADE.
2. Arkansas independent colleges and universities shall submit to the ADE a letter of notification that describes the programmatic revisions accompanied by appropriate documentation.
 - a. If a revision includes new program or degree titles, indicate this information in the documentation.
 - b. If a revision includes course numbers and/or titles, accompanying documentation shall include a revised plan of study that indicates the new numbers/titles and syllabi for the new course(s).
 - c. If a revision includes additional sites for offering the program, they should be indicated in the documentation.
3. Minor programmatic revisions do not require a panel review.
4. The ADE Teacher Preparation Program Advisor responds in writing to IHE, ADHE and other ADE personnel confirming the revisions.